

**The Education Chairman, working under the direction of the VP for Legislation and Advocacy, shall:**

1. Be knowledgeable of trends and data in local, state and national education and encourage PTAs to take action in events that involve these areas in their local schools and in the state, especially in the areas of the National Standards for Family-School Partnerships.
2. Forward and assist the Legislative Committee in preparing resolutions for the New Mexico PTA Convention.
3. Work with the VP for Legislation and Advocacy to promote desired legislation that relates to education and family-school partnerships.
4. Be familiar with the PTA National Standards for Family-School Partnerships and other guiding resources and tools for school communities in building purposeful and positive partnerships between school, families, and communities.
5. Mentor local PTA Units as determined by Board and NMPTA President through site visits, compliance monitoring, phone and email contacts.
6. Represent NMPTA along with NMPTA President and other Board members as appropriate during events/meetings with NMPED, other partners and NM stakeholders.
7. Build relationships with NMPED Family Outreach Coordinator and other NMPED staff as appropriate to participate in family engagement initiatives and activities. Report all activities in a timely and informative manner.
8. Become familiar with National PTA Initiatives and work with staff to implement programs in New Mexico such as Clave al Éxito and Schools of Excellence.
9. Maintain ongoing communication with the Board and NMPTA President regarding activities via email, board reports, phone, meetings, etc.
10. Update board report document in Google Drive.
11. Submit at least two articles per term to the website and news items to the social media sites quarterly, at minimum.
12. Perform convention duties as outlined in the Convention Guidelines and as determined by the Board during planning and implementation activities.
13. Perform additional duties and serve as a chairman of additional committees as deemed necessary by the President and the Board.

**Position Requirements:**

- Prior experience in unit.
- Familiar with PTA at local, State and National levels.
- Interest in all phases of education, pre-K through adulthood.
- Recognize the importance of relationships between parent, teacher, and students in school communities in New Mexico.
- Familiarity with the NMPTA and National PTA website and resources such as the *National Standards for Family-School Partnerships*, and the Local Leader Kit.
- General understanding of PTA, general knowledge of other Board offices, chairs, committees and their duties.

- Must be a member of the Land of Enchantment PTA.